

PHILIP MORRIS INTERNATIONAL INC.

RECORDS RETENTION SCHEDULE

Finance - Controller - Marketing Statistics

ISSUED

19

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
A5145	Administrative	C+2		C+2	
B5066	Bills	C+1		C+1	
B5067	Brand Family Year-End Files	C+15	P	P	
B5069	Budget Unit Volumes -	SUP		SUP	
	Mainframe				
B5068	Budgets	C+1		C+1	
C5382	Calendars/Daytimers/Diaries	C		C	
C5383	Chronological Files	C+2		C+2	
C5384	Competitive Analysis Files	C		C	
C5385	Competitive Sales Data -	C+10		C+10	
	Mainframe				
C5386	Competitive Unit Volume Data	C+30		C+30	
LOCATION		DEPT. NO.		SHEET 1 of 4	

KEY TO RETENTIONS

ACT = While Active

M = Current Month

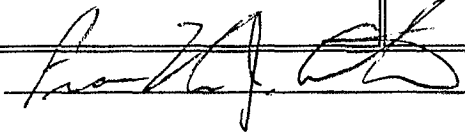
C = Current Year

P = Permanently

SUP = Until Superseded

TER = Until Terminated

AUTHORIZATION:

Department Head: 

Date: 4/1/91

Supervisor of
Records Management: _____

Date: _____

Legal Counsel: _____

Date: _____

[Retention in years unless otherwise noted]

2500155052

PHILIP MORRIS INTERNATIONAL INC.

RECORDS RETENTION SCHEDULE

Finance - Controller - Marketing Statistics

ISSUED

19

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
D5047	Department Generated Sales	C+30		C+30	
	Reports				
E5080	Equipment/Machinery	SUP		SUP	
G5032	Goals/Objectives/Planning	C+3		C+3	
H5020	Historical Competitive Files	P		P	
L5028	Library/Reference Material	SUP		SUP	
M5122	Management Report - PC/	SUP		SUP	
	Diskettes				
M5123	Manuals	SUP		SUP	
M5124	Market Segmentation Files	C+10	5	C+15	
M5125	Monthly Unit Volume Sales	C	P	P	
	Reports				
O5148	Overseas Year-End Files	P		P	
LOCATION		DEPT. NO.		SHEET 2 of 4	

KEY TO RETENTIONS

ACT = While Active

M = Current Month

C = Current Year

P = Permanently

SUP = Until Superseded

TER = Until Terminated

AUTHORIZATION:

Department Head:

Supervisor of
Records Management:

Legal Counsel:

[Retention in years unless otherwise noted]

Date: 4/1/91

Date: _____

Date: _____

2500155052

PHILIP MORRIS INTERNATIONAL INC.

RECORDS RETENTION SCHEDULE

Finance - Controller - Marketing Statistics

ISSUED

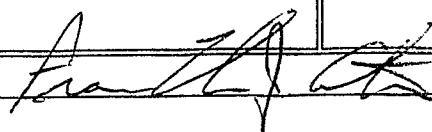
19

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
P5299	Performance Appraisals	C+1		C+1	
P5300	Personnel Records/Files/ Folders	TER		TER	
P5301	PIERS - PC/Diskettes	P		P	
P5302	PMI Shipments - Mainframe	P		P	
P5303	Policies and Procedures	SUP		SUP	
P5304	Presentations and Speeches	C+2		C+2	
S5124	Sales & Competitive Industry & Highlights Files	C+6	14	C+20	
S5125	Slide Presentations	C		C	
T5104	Time Sheets	C		C	
T5105	Tobacco Journals	SUP		SUP	
T5106	Trade Publications	SUP		SUP	
LOCATION		DEPT. NO.		SHEET 3 of 4	

KEY TO RETENTIONS

ACT = While Active
M = Current Month
C = Current Year
P = Permanently
SUP = Until Superseded
TER = Until Terminated

AUTHORIZATION:

Department Head: 

Date: 4/1/91

Supervisor of
Records Management: _____

Date: _____

Legal Counsel: _____

Date: _____

[Retention in years unless otherwise noted]

2500155054

PHILIP MORRIS INTERNATIONAL INC.

RECORDS RETENTION SCHEDULE

Finance - Controller - Marketing Statistics

ISSUED

19

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
U5008	Unit Sales Volume - Microfilm	P		P	
U5009	Unit Volume Computer Printouts	C+11	P	P	
U5010	Unit Volume Data Files	C+8	P	P	
U5011	Unit Volume Sales	C+4	P	P	
	Correspondence				
V5051	Vacation/Holiday Schedules	C+1		C+1	
Y5007	Year-End Sales Reports	P		P	
LOCATION		DEPT. NO.		SHEET 4 of 4	

KEY TO RETENTIONS

ACT = While Active

M = Current Month

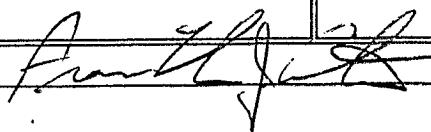
C = Current Year

P = Permanently

SUP = Until Superseded

TER = Until Terminated

AUTHORIZATION:

Department Head: 

Date: 4/1/91

Supervisor of
Records Management: _____

Date: _____

Legal Counsel: _____

Date: _____

[Retention in years unless otherwise noted]

2500155055